

## **201 KAR 11:460 Minimum rating requirement for instructors**

RELATES TO: KRS 324.085

Section 1. All approved continuing education instructors must:

- (1) Be approved by the Kentucky Real Estate Commission and be in compliance with the provisions of 201 KAR 11:175.
- (2) Enforce the Guidelines for Classroom Management as developed by the Commission as part of the continuing education program.
- (3) Comply with the Generally Accepted Principles of Education (GAPE) developed by the Real Estate Educators Association and adopted by the Kentucky Real Estate Commission as the standard for classroom presentation and incorporated by reference in 201 KAR 11:450.

### **Section 2. Evaluation of Instructors**

- (1) Each continuing education provider shall distribute a Continuing Education Instructor Evaluation Form to each student and collect a Continuing Education Evaluation Form from each student at the end of the course;
- (2) Within ten days of course conclusion, the course provider shall deliver all Continuing Education Instructor Evaluation Forms to the Commission Education Director;
- (3) If a course provider fails to submit all forms completed by students and provided to the course provider, the Commission may suspend the course provider's approval.
- (4) All Continuing Education Evaluation Forms will be reviewed by the Commission.
- (5) The Commission Education Director shall review the course approval percentage rating for each instructor;
- (6) An 85% approval rating is required in the categories of "Instructor Knowledge" and "Instructor Presentation".
- (7) The comments section of the Continuing Education Evaluation Forms will be reviewed for other remarks concerning the instructor's performance.
- (8) After a second rating lower than 85%, the Commission will notify the instructor and the course provider of the deficiency.
- (9) The following class taught by the instructor shall be monitored by a Commission representative. The Commission monitor shall submit a recommendation to the Commission as to whether the instructor should be allowed to continue to teach courses.
- (10) Based on the recommendation of the monitor, the evaluation score and the comments from the third class, a recommendation will be made to the Commission to:
  - a. take no further action;
  - b. to suspend the approval of the instructor; or
  - c. to place the instructor on probation pending the evaluation and review of a future class.
- (11) In the event the Commission issues a probationary order the Commission shall outline the length and terms of the probationary period as well as the date of the class to be monitored.
- (12) At the conclusion of the probationary period, the Commission Education Director shall recommend to the Commission whether the instructor's approval shall continue;
- (13) The Commission shall consider the Education Director's recommendations and determine whether the instructor's approval shall continue or be removed;
- (14) The Commission shall notify the instructor and the school of its decision in writing;
- (15) If probation has ended satisfactorily, the instructor's approval will be reinstated;
- (16) If the Commission determines that instructor approval shall be suspended, the instructor shall not be allowed to teach any Commission approved education courses unless approval is reinstated;
- (17) In any class with ten (10) or fewer participants for which the instructor receives at least one evaluation below 85%, the Commission shall not consider the highest and lowest course approval percentage rating in order to ensure greater accuracy in the rating.
- (18) The annual recertification of instructors and continuing education courses will include an in-depth review of the evaluations completed by the students and those of any monitor that may have been present for the class.
- (19) (a) Any instructor who has been suspended from teaching continuing education courses can apply for reinstatement by:
  1. submitting an application for approval to the Commission;
  2. if the deficiency is in presentation, the instructor must attend an instructor development workshop approved by the Commission upon request;
  3. if the deficiency is in the subject matter, the instructor must attend a prescribed number of credit hours in that subject approved by the Commission upon request.
  4. submitting proof of attendance at the required course;
  5. providing written documentation of other steps taken to improve the instructor's knowledge and skills; and(a) After submission of the above documents and consideration by the Commission, the Commission shall approve or deny the instructor's request for reinstatement in its discretion.

### **Section 3. Incorporation by Reference.**

- (1) The following material is incorporated by reference:
  - (a) Guidelines for Classroom Management, October 2001;
  - (b) Continuing Education Instructor Evaluation Form, October 2001.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Real Estate Commission, 10200 Linn Station Road, Suite 201, Louisville, KY 40223, Monday through Friday, 8 a.m. to 4:30 p.m.